



# ALARM USER PERMIT APPLICATION

**MAIL APPLICATION TO: SAN DIEGO POLICE DEPARTMENT**  
**ATTN: PERMITS AND LICENSING, MS 735, P.O. BOX 121431**  
**SAN DIEGO, CA 92112-1431**

## FOR OFFICE USE ONLY

ALARM LOCATION

\* EXPIRATION DATE

**CONFIDENTIALITY: INFORMATION ON THIS APPLICATION IS FOR POLICE DEPARTMENT USE ONLY.**

### 1. ALARM APPLICANT USER

ALARM LOCATION  
(Street Address)

Ste./Apt.

RES. PHONE

City CA. ZIP

BUS. PHONE

### 2. TYPE OF PROPERTY

\_\_\_ Residential

\_\_\_ Commercial

### 3. TYPE OF ALARM

\_\_\_ Burglary

\_\_\_ Robbery

☐ Silent

☐ Audible

☐ Interior

☐ Perimeter

☐ Silent

☐ Audible

☐ Interior

☐ Perimeter

**THIS IS A 2 YEAR PERMIT.**  
**DIRECT DIAL DEVICES ARE PROHIBITED.**

**PLEASE SUBMIT ALL COPIES OF THIS APPLICATION.**

**NON REFUNDABLE, NOT TRANSFERABLE**  
**TO ANY NEW LOCATION OR ALARM USER**

**RESIDENTIAL FEE – \$100.25**

**COMMERCIAL FEE – \$173.25**

### 4. MAILING ADDRESS

Name

RES. PHONE

Address #

BUS. PHONE

CITY

STATE

ZIP

### 5. PERSON AUTHORIZED TO RESPOND TO ALARMS AND OPEN THE PROTECTED PREMISES, IF YOU CANNOT BE REACHED.

Name

RES. PHONE

Address #

BUS. PHONE

CITY

STATE

ZIP

**PERSON LISTED MUST BE ABLE TO RESPOND WITHIN 30 MINUTES.\***

### 6. ALARM MONITORING COMPANY (If applicable)\*

Name

PHONE

### 7. NOTE: NON-PROFIT ORGANIZATIONS ARE EXEMPT FROM ALARM PERMIT FEES. PLEASE PROVIDE A COPY OF YOUR IRS DOCUMENTS SHOWING NON-PROFIT STATUS.

**CALL 619-531-2274 TO**  
**DETERMINE IF THERE ARE**  
**ANY OUTSTANDING FINES.**

PERMIT NUMBER

**8. THIS APPLICATION BECOMES A VALID PERMIT WHEN APPROVED**  
**AND RECEIPT OF TOTAL FEES DUE IS VALIDATED BY CASHIER'S**  
**STAMP.**

**MAKE CHECKS PAYABLE TO THE CITY TREASURER**

**\* To ensure dispatch please advise your alarm company of**  
**the permit number and expiration date.**

**9. I have read the requirements listed on the reverse side of**  
**this application and understand the responsibilities under this**  
**ordinance. I certify under penalty of perjury that all information**  
**and statements made herein are true and correct to the best of my**  
**knowledge and belief. I understand and agree to notify the chief of**  
**police of any changes in the written information in this application**  
**within five (5) days from the date such change occurs.**

SIGNATURE OF APPLICANT/USER

DATE OF APPLICATION

**REQUIREMENTS AND RESPONSIBILITIES • SAN DIEGO MUNICIPAL CODE**  
**SECTIONS 33.3700 THROUGH 33.3713**  
**ALARM ORDINANCE (Summary)**

The majority of burglar and robbery alarms that the San Diego Police Department responds to are false, resulting in an enormous waste of resources, and may lull some police officers into an unwarranted sense of security; false alarms create an unnecessary danger to citizens and police officers by requiring the Police Department to effect an emergency response. The use of tax dollars to respond to false alarms is excessive, unnecessary, and must be reduced.

An alarm system is any mechanical or electrical device used to detect unauthorized entry into any building or other structure, or to alert others to the possible commission of an unlawful act within a building or other structure, that when triggered emits a sound or transmits a signal or message that is intended to evoke a law enforcement response, including a silent alarm signal generated by the manual activation of a device which is designed to signal a life threatening situation or a crime in progress requiring law enforcement response.

The Chief of Police will collect alarm user permit applications and fees from any alarm user whose alarm system is not covered by the duties imposed on alarm businesses.

**Any alarm business that sells any alarm system shall do the following:**

Obtain an alarm user permit, using the alarm user permit application provided by the Chief of Police, on behalf of the alarm user before putting the alarm system into service. Collect the alarm user permit application and permit fee from each alarm user and mail or hand deliver the completed alarm user permit application and permit fee to the Chief of Police before putting the alarm system into service.

All fees must be paid at the time the alarm user permit application is filed.

Each alarm user permit application must be accompanied by a signed certification by the user and alarm business stating the following: The date of the installation, *conversion*, or *takeover*, whichever is applicable; name, address and telephone number, *City Business Tax Certificate* number and state license of the *alarm business* installing the *alarm system*, or performing the *conversion* or *takeover* of the *alarm system*, if any. Name, address and telephone number of the *alarm business* or *alarm agent* responsible for providing repair service to the *alarm system*, if any; that written operating instructions for the *alarm system*, including written guidelines regarding how to avoid *false alarms*, have been provided to the *alarm user* applying for the permit; and that the *alarm business* has provided to the *alarm user* applying for the permit all necessary information regarding the proper use of the *alarm system*, including instruction on how to avoid *false alarms*. Failure to provide any of the required information is sufficient cause to deny the application for an *alarm user* permit. An application will not be considered complete if at the time the application is being considered any fines assessed to the applicant have not been paid.

Any person who files an application for an alarm user permit shall at the time of filing the application pay a fee in accordance with Municipal Code Section 33.0307 and any outstanding penalty fee.

Any alarm user whose alarm system generates a police call for service without first obtaining an alarm user permit within fifteen days of notification, will be assessed a penalty fee of \$146.75 per police call for service until the permit is obtained.

All audible alarms systems when installed must be equipped with an automatic 15-minute shutoff.

**ALARM PERMIT REVOCATION AND APPEAL PROCESS**

The Police Department has the authority to revoke an alarm permit if the number of false alarms exceeds the revocation schedule. The allowable amount of false alarms or "grace" calls for service are:

1 false alarm in any 30 day period	2 false alarms in any 90 day period
3 false alarms in any 180 day period	4 false alarms in any one-year-period

The Municipal Code defines a false alarm as the triggering of your alarm system that results in a Police Department Response **where an emergency situation does not exist**. This includes activations caused by mechanical failure, malfunction, accidental tripping, misuse, or negligent maintenance. It does not include activations caused by weather conditions or telephone line problems.

The Police Department will send you a courtesy warning letter when you are getting close to revocation.

Please contact us as soon as possible with your evidence if the call for service was valid. The Municipal Code allows you 10 business days after the alarm call to contact the Police Department in order to amend your records. You can contact us by mailing your evidence to: San Diego Police Department, Permits and Licensing, MS 735, PO Box 121431, San Diego, CA 92112-1431.

If the false alarm count exceeds the number listed in the schedule above, then you will be sent a letter of revocation. The letter will tell you that the false alarm problem must be corrected and written evidence of correction along with the revocation fee\*\* be submitted to the Police Department within 15 days of the letter being received. Basically, you must fix whatever caused the false alarms and send the evidence and fine to the Police Department. Following is the revocation fee schedule:

1st revocation in a 1 year period.....\$110	2nd revocation in a 1 year period... \$ 220
3rd revocation in a 1 year period .....\$440	4th or each additional revocation ... \$2,200

The revocation letter will outline the steps to take in order to appeal the revocation. The Municipal Code allows for an independent review outside the Police Department through the City Manager's Office. You must send a letter of appeal within ten days of receiving the certified revocation letter to: City Manager's Office, c/o Executive Director of Police Practices, 202 C Street, 9th Floor, MS 9A, San Diego, CA 92101.

If you continue to use your alarm system after the revocation date and you haven't appealed the revocation decision, the Police Department can deem your alarm system a public nuisance and stop sending a police response. If you continue to operate an alarm system after your permit has been revoked, and you have received a notice of revocation, you can be issued a misdemeanor citation.